



County of McHenry
Purchasing Department
2200 N Seminary Ave, Woodstock IL 60098



Request for Proposal 20-35 Fire Records Management System

July 31, 2020

This Request for Sealed Proposal (RFP) is for the purpose of, contracting with a qualified firm to provide the McHenry County Emergency Telephone System Board (MCETSB) with services to provide a Cloud-based Fire Records Management System. All requirements are according to specifications enclosed herein.

Any communication regarding this request for proposal between the date of issue and date of award is required to go through the Buyer listed below. **Unauthorized contact with other McHenry County or MCETSB staff is strictly forbidden.**

GENERAL REQUIREMENT: This is a Request for Sealed Proposal (see attached). Proposal will be evaluated in private and proposal information will be kept confidential until an award is made. **One (1) signed, digital copy (PDF) of the complete proposal is to be submitted.**

SUBMISSIONS:

Electronic Submissions only: purchasing@mchenrycountyil.gov and dmleonard@mchenrycountyil.gov

Contact Person: Djuana M. Leonard, C.P.M., Procurement Specialist
dmleonard@mchenrycountyil.gov

SUBMISSION DATE AND TIME: no later than 9:00 a.m. (CST) August 17, 2020

Proposals received after the submittal time will be rejected to the sender.

SCHEDULE OF EVENTS

July 31, 2020	RFP Available
August 7, 2020	Vendors Questions Submitted via email to dmleonard@mchenrycountyil.gov by 12:00 p.m. (CST)
August 12, 2020	Vendors Questions Answered via email and posted on County website after 4:00 p.m. (CST)
August 17, 2020	Proposals due no later than 9:00 a.m. (CST) Email to purchasing@mchenrycountyil.gov and dmleonard@mchenrycountyil.gov (20mb limit per email)
August 27-28, 2020	Short-listed vendors will present virtual demonstrations
September 2020	Evaluation, Recommendation, Committee Review, Notification of intent to award to vendor on or about September 10th and Execution of Contract September 15 th (estimate)

GENERAL INFORMATION

REQUEST FOR PROPOSALS

DEFINITION

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible vendor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

RECEIPT and HANDLING of PROPOSALS

Proposals shall be opened in private by the Evaluation Committee to avoid disclosure of contents to competing vendors.

EVALUATION of PROPOSAL

The proposals submitted by vendors shall be evaluated solely in accordance with the criteria set forth in the RFP.

DISCUSSION of PROPOSAL

The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other vendor.

NEGOTIATIONS

The McHenry County Emergency Telephone System Board (MCETSB) reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. MCETSB may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the vendor during discussions or negotiations may be held by the McHenry County Emergency Telephone System Board (MCETSB) as contractually binding on the successful Vendor.

NOTICE of UNACCEPTABLE PROPOSAL

When the Evaluation Committee determines a vendor's proposal to be unacceptable, such vendor shall not be afforded an additional opportunity to supplement its proposal.

TERMS AND CONDITIONS

AUTHORITY

This Request for Proposals is issued pursuant to applicable provisions of the *McHenry County Purchasing Ordinance*, amended August 1, 2019. This ordinance is incorporated by reference into this RFP as if it were contained herein. An updated copy is available [here](#).

RESERVED RIGHTS

The McHenry County Emergency Telephone System Board (MCETSB) reserves the right at any time and for any reason to cancel this Request for Proposal, to reject any or all proposals, to accept an alternate proposal, and reserves the right to waive any immaterial defect in any proposal. ***Unless otherwise specified by the offeror, MCETSB has no less than one hundred and twenty (120) days to accept.*** The McHenry County Emergency Telephone System Board (MCETSB) may seek clarification from a vendor at any time and failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

INCURRED COSTS

The McHenry County Emergency Telephone System Board (MCETSB) will not be liable in any way for any costs incurred by respondents in replying to this RFP.

AWARD

Award shall be made by the McHenry County Board to the most responsive and responsible vendor whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation criteria set forth herein below.

CRITERIA for SELECTION

The following criteria and point system shall be used by the selection team to determine the firm or individual(s) most qualified and best suited to perform the work:

1. Cost (20 points)
2. Capability with current CAD system (10 points)
3. Reporting capabilities (20 points)
4. Data transfer (20 points)
5. Ease of use (20 points)
6. Compliance with RFP (10 points)

Vendor's capability in all respects to perform fully the contract requirements. This includes the vendor's experience with projects of similar nature, size, complexity, and requirements of MCETSB.

Total 100 points

NON-DISCRIMINATION

Vendor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith. Including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), 775 ILCS 5/1-102, which is incorporated herein by reference, and constituting of a written EEO Policy and a workforce profile that demonstrates its EEO practices. Furthermore, the Vendor shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The Vendor must have a written sexual harassment policy, which meets Illinois State Statutes, 775 ILCS, 15/3.

SECURITY

The Vendor represents and warrants to the McHenry County Emergency Telephone System Board (MCETSB) that neither it nor any of its principals, shareholders, members, partners or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Vendor further represents

and warrants to the McHenry County Emergency Telephone System Board (MCETSB) that the Vendor and its principals, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The Vendor hereby agrees to defend, indemnify and hold harmless the County of McHenry, the Corporate Authorities, and all County of McHenry elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranties.

OSHA REQUIREMENTS

The Occupational Safety and Health Act of 1970 (OSHA) "guarantees workers the right to a safe and healthful workplace". Under Section 5(a) (1) of the OSHA Act, the employer must "furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees."

There are times when the MCETSB must hire entities and individuals (contractors) to perform services. To this end, contractors hired by the McHenry County Emergency Telephone System Board (MCETSB) must perform their duties in a manner that is compliant with all state and federal health and safety laws and industry guidelines. It is the responsibility of the contractor to ensure that their personnel and subcontractors comply with all state and federal health and safety laws and regulations and industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the National Institute of Occupational Safety and Health, the National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency, and the Department of Transportation.

PROCUREMENT OF GREEN PRODUCTS AND TECHNOLOGIES

As approved by the McHenry County Board in April 2008, it is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products. The County should strive to influence private purchases through the example of using government specifications and standards that are green or environmentally friendly when making its purchases.

Whenever available and cost-justified, the MCETSB should purchase those materials including the purchase of recycled products containing post-consumer materials rather than residual materials resulting from the processing or manufacturing from another product. To the extent practicable, all products standards shall emphasize functional or performance criteria, which do not discriminate against the use of, recycled materials.

McHenry County Emergency Telephone System Board (MCETSB) should cooperate to the greatest extent feasible with other governments and organizations to develop a comprehensive, consistent, and effective procurement effort intended to stimulate the market for recycled products, reusable products, products designed to be recycled, and other environmentally responsible products.

McHenry County Emergency Telephone System Board (MCETSB) shall continue to participate in and shall encourage other public jurisdictions to participate with the County in the purchase of products containing recycled content. Participation in such cooperative systems shall be aimed at obtaining maximum practical recycled content in County purchases, to obtain best available

price for products with recycled content, to facilitate or encourage lower prices industry-wide and to encourage development of industries and markets dealing with recycled content products.

PROCUREMENT OF PRODUCTS THAT ARE ENERGY STAR QUALIFIED

McHenry County Emergency Telephone System Board (MCETSB) shall select, where life cycle and cost-effective, ENERGY STAR and other energy efficient products, when acquiring energy-using products. This information will be required by the bidder in their bid submittal.

COOPERATIVE PURCHASING

This contract shall be offered for purchases to be made by other counties and governmental units within the State of Illinois as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the Vendor. McHenry County Emergency Telephone System Board (MCETSB) shall not be responsible in any way for such purchase orders or payments. All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

RIGHT TO PROTEST

Any actual or prospective bidder or Contractor who is aggrieved in connection with the solicitation or award of a Contract may protest to the Director of Purchasing. Any protest must be submitted in writing within ten (10) calendar days from the issuance of the solicitation, addendum, and notice of award or other decision by the Purchasing Department.

ADDENDUM

Should the Vendor require any additional information about this RFP, please email the Contact listed on Page 1, with any questions by the deadline as outlined in the schedule of events. Any and all changes to these specifications are valid only if they are included by written addendum to all vendors. No interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. If required, all addenda will be emailed to bidder if a Notice of Intent to Bid has been completed and emailed to the Purchasing Office. In addition, all addenda are posted on the County of McHenry's website. Failure of the bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this RFP as submitted. All addenda so issued shall become part of the RFP documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused by a bidder to improperly submit a proposal.

Response to these questions will be made by means of an addendum. Only the Director of Purchasing has the authority to issue an addendum.

Addenda are written instruments issued by the County prior to the date for receipt of proposals, which modify or interpret the Bid by addition, deletions, clarifications or corrections.

Prior to the receipt of proposals, addenda will be emailed or delivered to all who are known to have received a Notice to Bid. Each vendor shall ascertain prior to submitting a proposal that all addenda issued have been received and, by submission of a proposal, such act shall be taken to mean that such vendor has received all addenda and that the vendor is familiar with the terms thereof and understands fully the contents of the addenda.

TAXES

The County of McHenry is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax.

PAYMENTS

The Vendor shall furnish the McHenry County Emergency Telephone System Board (MCETSB) with an itemized invoice. Payment shall be made in accordance with applicable provisions of the "Local Government Prompt Payment Act."

VENDOR RESPONSIBILITIES

The selected Vendor will be required to assume responsibility for all services offered in this proposal. The McHenry County Emergency Telephone System Board (MCETSB) will consider the selected Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Any contract resulting from this RFP may not be assigned, in whole or in part without written consent of the McHenry County Emergency Telephone System Board (MCETSB). If the Vendor attempts to make such an assignment without the written consent of the McHenry County Emergency Telephone System Board (MCETSB), the Vendor shall nevertheless remain legally responsible for all obligations under the Contract.

INTERPRETATION or CORRECTION of REQUEST for PROPOSALS

Vendors shall promptly notify the Director of Purchasing of any ambiguity, inconsistency, or error, which they may discover upon examination of the Requests for Proposals.

Interpretations, corrections, and changes to the Request for Proposals will be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding.

COMPLIANCE WITH LAWS

The bidder hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations. Failure to comply with the terms of this provision shall constitute a breach of contract and permit the McHenry County Emergency Telephone System Board (MCETSB) to terminate this (Request for Sealed Proposal/Bid) in accordance with the termination provisions stated herein.

RECOURSE for UNSATISFACTORY MATERIALS

Payment shall be contingent upon the McHenry County Emergency Telephone System Board (MCETSB) inspection of and satisfaction with completed work. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the McHenry County Emergency Telephone System Board (MCETSB) satisfaction by the successful bidder at no additional charge.

TERMINATION

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The McHenry County Emergency Telephone System Board (MCETSB) will give written notice of unsatisfactory performance and the Vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the McHenry County Emergency Telephone System Board (MCETSB) deems the Vendor's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the McHenry County Emergency Telephone System Board (MCETSB) right to seek any other remedies allowed by law.

The successful bidder will agree that the resulting contract is made subject to available budgetary appropriations and shall not create any obligation on behalf of the McHenry County Emergency Telephone System Board (MCETSB) in excess of such appropriations. In the event that no funds

or insufficient funds are appropriated and budgeted, this Contract shall terminate without penalty or expense to the McHenry County Emergency Telephone System Board (MCETSB) thirty (30) days after written notification of termination from MCETSB.

The successful bidder will agree that pursuant to requirements imposed under Illinois law, the MCETSB shall have 120 days after each election of county board members to terminate this Contract, without cause and without penalty.

REJECTION of BIDS, WAIVER of IRREGULARITIES

McHenry County Emergency Telephone System Board (MCETSB) reserves the right to reject any or all bids, to waive irregularities, and to accept that bid which is considered to be in the best interest of the MCETSB. Any such decision shall be considered final.

DELIVERY

Delivery will be considered in making the award and the bidders shall state, in the spaces provided expected delivery after receipt of order. Failure to meet said delivery promises without prior consent of the Director of Purchasing will be considered a breach of faith.

WORKMANSHIP

Items shall be manufactured according to the highest traditions of the industry and shall meet all commercial standards of quality. The McHenry County Emergency Telephone System Board (MCETSB) shall be the sole judge of acceptable products. Unacceptable products will be rejected and suitable price adjustments made.

QUALIFICATIONS

Each firm submitting an RFP for this project shall submit detailed information concerning the professional qualifications of the individual(s) assigned to carry out this project. Relevant project experience, logistical capabilities and other relevant support data regarding the firm and assigned personnel must be included.

Each firm submitting a proposal for this project must provide at least three (3) references where projects of a similar nature have been successfully completed and implemented. These references should provide the name and address of the entity where the project was completed as well as a contact person.

INSURANCE

General The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class XIV or higher, in the following types and amounts:

- a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Vendors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than:

\$1,000,000 per occurrence and \$2,000,000 in the aggregate;

- b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than:
\$1,000,000 per occurrence combined single limit for:
Bodily Injury Liability and Property Damage Liability;
- c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident.
- d) Professional Liability Insurance with \$1,000,000 per occurrence and \$1,000,000 in aggregate.

EVIDENCE of INSURANCE

The successful bidder agrees that with respect to the above-required insurance that:

- (a) The McHenry County Emergency Telephone System Board (MCETSB) shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
- (b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
- (c) The County of McHenry shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
- (d) Subcontractors, if any, comply with the same insurance requirements. In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of McHenry as an additional insured. A copy of the endorsement shall be provided to McHenry County along with the Certificate of Insurance; and
- (e) have McHenry County Emergency Telephone System Board (MCETSB) named as an additional insured and the address for certificate holder must read exactly as:

McHenry County Emergency Telephone System Board (MCETSB)
2200 N. Seminary Avenue
Woodstock, IL 60098

- (f) Insurance Notices and Certificates of Insurance shall be provided to:

McHenry County Emergency Telephone System Board (MCETSB)
2200 N. Seminary Avenue, Room 200
Woodstock, Illinois 60098

The McHenry County Emergency Telephone System Board (MCETSB) shall be provided with Certificates of Insurance evidencing the above required insurance prior to the commencement of this Agreement and thereafter with the certificated evidencing renewals or changes to said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies.

The McHenry County Emergency Telephone System Board (MCETSB) shall be named as additional insured on all liability policies, and the parties acknowledge that any insurance

maintained by the County shall apply in excess of, and not contribute to, insurance provided by successful bidder.

The contractual liability arising out of the Agreement shall be acknowledged on the Certificate of Insurance by the insurance company. The McHenry County Emergency Telephone System Board (MCETSB) shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change, and said notification requirements shall be stated on the Certificate of Insurance.

Acceptance or approval of insurance shall in no way modify or change the indemnity or hold harmless clauses in this agreement, which shall continue in full force and effect.

HOLD HARMLESS CLAUSE

The Vendor agrees to indemnify, save harmless and defend the McHenry County Emergency Telephone System Board (MCETSB), their agents, servants, and employees, and each of them against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the McHenry County Emergency Telephone System Board (MCETSB), their agents, servants, or employees or any other person indemnified hereunder.

CHOICE OF LAW AND VENUE

The bidder agrees that this bid has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this bid or any resulting contract shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The bidder further agrees that the exclusive venue for all such disputes shall be the Circuit Court of the 22nd Judicial Circuit of McHenry County, Illinois, and the bidder hereby consent to the personal jurisdiction thereof.

EVALUATION

Evaluation of proposals will be done by the Director of Purchasing and McHenry County Emergency Telephone System Board (MCETSB). Proposals will be evaluated on experience in doing projects of a similar nature and adherence to specifications.

DIRECTIONS FOR SUBMISSION

Qualified individuals or firms are to submit **one (1) signed, digital copy (PDF)** of the completed proposal along with any support documentation. (20mb limit per email). Due no later than 9:00 a.m. (CST) August 17, 2020.

All data and documentation submitted as part of this RFP shall become the property of McHenry County, Illinois. After award of this contract, all responses, documents, and materials contained in the RFP shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

SUBMITTAL

Submit one (1) proposal, multiple proposals will not be accepted.

PRICING

Price offered shall be firm for at least 120 days after the latest time specified for submission of proposals and thereafter until written notice is received from bidder.

FREIGHT

Freight is all inclusive unless otherwise stated.

FUEL SURCHARGE

The McHenry County Emergency Telephone System Board (MCETSB) does NOT accept any fuel surcharges.

EXPECTATION FOR EQUIPMENT/HARDWARE

It is the County's expectation equipment and/or hardware installed as part of this bid will be in new, un-used condition unless otherwise noted in bid submission.

OVERVIEW

McHenry County Emergency Telephone System Board, located in Woodstock, Illinois, hereafter referred to as McHenry County ETSB, is seeking a qualified and experienced vendor to provide a Cloud-based Fire Records Management System for the fifteen (15) Fire Protection District/Departments located in McHenry County, IL.

All fire agencies calls for service are dispatched, and logged by, the County Wide Central Square InformCAD software. This will provide uniform individual agency specific XML files to be imported into the selected Fire RMS program. In 2019, approximately 40,000 total calls for service were processed for the fifteen agencies.

AGENCY	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
ALGONQUIN	4,527	4,439	4,102	3,897	3,688	3,919	3,852	3,922	3,963	4,278
CARY	2,136	2,134	1,981	1,839	1,820	1,927	1,690	1,770	1,697	1,637
CRYSTAL LAKE	6,826	6,385	6,256	6,095	5,893	5,736	5,496	5,514	5,338	5,140
FOX RIVER GROVE	775	736	702	642	641	613	555	590	551	528
HARVARD	1,451	1,415	1,372	1,173	1,161	1,201	1,023	1,112	1,017	984
HEBRON	406	433	387	374	315	372	352	429	396	384
HUNTLEY	5,456	5,331	4,974	4,692	4,598	4,713	4,160	3,844	3,547	3,546
MARENGO RESCUE	1,602	1,543	1,384	1,363	1,281	1,293	1,280	1,386	1,384	1,251
MARENGO FIRE	920	913	824	846	694	262	738	862	818	818
MCHENRY	5,877	5,847	5,722	5,666	5,088	5,038	4,658	4,985	4,978	4,884
NUNDA	384	429	307	311	374	372	325	335	300	302
RICHMOND	763	739	703	669	622	687	575	661	625	659
SPRING GROVE	738	762	792	712	659	661	639	713	614	666
UNION	172	164	112	96	113	153	113	120	126	113
WONDER LAKE	910	905	925	901	905	916	892	957	973	907
WOODSTOCK	4,997	5,037	4,804	4,343	4,420	4,267	4,139	4,140	3,882	3,549
TOTAL	39,959	37,212	35,347	33,619	32,272	32,130	30,487	31,340	30,209	29,646

**Marengo Rescue and Marengo Fire merged as of 1/1/2020.*

Each agency shall have their own system administrator, be able to access their own database records, and have the ability to configure settings based on their agency's specific needs.

Implementation and administrative training for all agencies must be completed by December 1, 2020, for Go Live on January 1, 2021. No requests to extend any posted deadline will be granted.

The interface and import of live CAD data must be available, and ready, December 1, 2020, for Go Live on January 1, 2021.

The import of 10-year historical data must be completed by January 1, 2020.

A draft plan and timeline is requested using key dates listed above.

SPECIFICATIONS

1. Proposed system must be a Cloud-based fire records management system capable of the following modules:
 1. NFIRS 5.0 compliant incident reporting
 2. Training
 3. Occupancy
 4. Preplans
 5. Hydrants
 6. Vehicle
 7. Equipment
 8. Permits
 9. Public education activities
 10. Daily activity log
 11. Calendar
 12. Payroll
 13. Fire Inspection
 14. Other modules not specifically noted within this RFP that are considered to be part of the proposed base system shall be included.
2. Proposed system must be capable of accepting, and parsing, multi-agency XML files from existing the Central Square InformCAD interface.
3. Reporting capabilities must include:
 1. User customization
 2. Automatic scheduled reporting
 3. Data analytics
 4. Heat Maps
 5. Call plotting
4. Proposed system must be capable of exporting data to common file formats such as CSV and Excel.
5. Proposed system must be able to import 10 most recent years of NFIRS 5.0 data for the fifteen (15) agencies into proposed system by 1/1/2021. (Individual fire agencies will work directly with the selected vendor to provide historical data for import.)
6. Training – Please describe the proposed system’s training curriculum and user guides/system documentation (example: System Admin, Management, MIS, Train the Trainer, End User). Each agency will have three (3) members participate in a “Train the Trainer” course, with virtual or on line training preferred.
7. Licensing – Please describe licensing options i.e., client, site, etc., for proposed system.
8. Customer Support and Maintenance – Please provide details of proposed support and maintenance.

MANDATORY PAGE
PROPOSAL & PRICING

We, _____, propose to provide the requested services according to the requirements of this Request for Proposal. We also certify that this written proposal is valid for 120 days from the day of this proposal and the attached information is received and filed by the County of McHenry.

COST PROPOSAL

The cost proposal shall include the following items in an itemized format:

1. Cost of annual licensing, by agency, based upon preferred UNLIMITED concurrent user licenses. Please provide optional licensing costs.
2. Cost per module, if not included in base system.
3. Cost of integration and interface with Central Square InformCAD utilized by McHenry County ETSB PSAP's.
4. Total cost, by agency, for importation of historical data.
5. Cost of virtual training sessions training for administrators and users.
6. Cost of annual maintenance, by agency, for a period of not more than five (5) years.
7. Payment milestones

List any Exceptions to this RFP:

THIS PAGE IS MANDATORY

Authorized Negotiators:

Name: _____

Phone #: _____

Title: _____

Name: _____

Phone #: _____

Title: _____

REFERENCES

COMPANY REFERENCES: List three (3) references for projects of similar size and nature, other than McHenry County. Governmental references are preferred over others. Use additional pages if necessary.

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person & **Email Address:**

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person & **Email Address:**

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person & **Email Address:**

THIS PAGE IS MANDATORY
Certifications & SIGNATURE PAGE

- Vendor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended. Yes: _____ No: _____
- Vendor certifies that it is aware that all contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). Yes: _____ No: _____
- Under penalties of perjury, I certify that my correct Federal Taxpayer Identification Number is: _____
- I am doing business as a (please check one):
☐ Sole Proprietorship ☐ Partnership ☐ Corporation (State of Incorporation: _____) ☐ Other

- State full names, titles and addresses of all responsible principles and/or partners below:

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

- I have carefully examined the Bid, Scope of Work, Specifications, and any other documents accompanying or made a part of this Bid. I hereby propose to furnish the goods or services specified in the Bid. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the County adequate time to evaluate the qualifications submitted.
- I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Bid on behalf of the firm as its act and deed, and that the firm is ready, willing, and able to perform if awarded the contract. I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Individual/Company/Corporation: _____

Business Address: _____

City, State and Zip Code: _____

Printed Name: _____ Title: _____

Signature: _____

Telephone Number: _____ Email: _____

Witness Signature: _____ Title: _____

Date: _____

End of Document